



STATE OF IDAHO NOTARY PUBLIC APPLICATION CHECKLIST

Idaho State Employees STOP HERE

Idaho State Employees must contact the Dept. of Administration before proceeding with your notary application. Contact Penny Thorpe at (208) 332-1824, or email notary@adm.idaho.gov.

Missing any one of the steps provided below may cause your notary public application to be rejected.

Notary Application:

- _____ 1. I have indicated if this is a new commission or a recommission.
- _____ 2. If this is a recommission I have provided my state file number: <http://www.sos.idaho.gov/NotarySearch/>
- _____ 3. If this is a recommission, my commission expires within 90 days.
- _____ 4. The name I entered on the application matches the name on my notary seal *exactly*.
- _____ 5. I have provided a physical address on the application.
- _____ 6. I have truthfully answered "true" to all of the notary qualifications.
- _____ 7. I have stamped a sample of my notary seal in the proper place.
- _____ 8. I have sworn the Oath of Office before a commissioned notary public.
- _____ 9. I have signed the Oath of Office.
- _____ 10. The Oath of Office is notarized by a commissioned notary (not myself).

Notary Bond:

- _____ 11. I have a notary bond in the amount of \$10,000.
- _____ 12. My notary bond was issued within the past 90 days.
- _____ 13. I have signed the notary bond.

Submission:

- _____ 14. I will submit to the Secretary of State:
 - _____ a. My notary public application (1 page).
 - _____ b. My original, signed, notary bond (1 page).
 - _____ c. A payment of \$30.00 (unless I am an exempt government employee).
- _____ 15. I will not submit to the Secretary of State:
 - _____ a. My Errors and Omissions policy.
 - _____ b. Insurance papers, other than my 1-page notary bond.

Make checks payable to: Idaho Secretary of State

Mailing address:
Idaho Secretary of State
P.O. Box 83720
Boise, ID 83720-0080

Physical address:
Idaho Secretary of State
450 N. 4th Street
Boise, ID 83702

Phone: (208) 332-2849